

OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD
CLERK OF THE BOARD: J. RENEE BASTIAN
BUDGET UNIT: AAA CBD

I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and CoLDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements, and ordinances; maintains the roster of all committees, commissions, and public agencies, and maintains conflict of interest files for county departments, committees, commissions, and public entities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	835,909	931,793	776,355	831,849
Total Revenue	82,285	95,675	62,500	62,500
Local Cost	753,624	836,118	713,855	769,349
Budgeted Staffing		15.0		13.0
<u>Workload Indicators</u>				
Board Agenda Items	3,598	3,500	3,700	3,700
Assessment Appeals	2,454	3,500	2,700	2,700
Licenses	125	300	320	320
Notices of Determination/Exemption	489	1,550	1,550	1,550
Resolutions	309	600	350	350
Conflict of Interest Filings	1,103	1,500	1,250	1,250
Customer Service Hours	5,000	5,000	5,000	5,000

Estimated expenditures for 2002-03 are \$155,438 less than the appropriation due to vacancies in 2.0 budgeted positions and to savings in other services and supplies items.

Revenue is projected to be under budget by \$33,175. The loss of state SB90 revenue of \$20,000 and the over-estimation of the first year collections of Notices of Determination/Exemption fees of \$20,200 are offset by increased license/permit fees and other revenues of \$7,000. Due to the savings in expenditures the resultant local cost is expected to be \$122,263 below the amount budgeted.

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Included in base year adjustments is the deletion of 2.0 positions (1.0 Administrative Clerk II and 1.0 Chief Deputy Clerk) that was included in the 4% Spend Down Plan and the portion of the 30% Cost Reduction Plan that was implemented.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

The department has one policy item totaling \$80,540 that requests the restoration of the 1.0 Chief Deputy Clerk of the Board position that was eliminated in the portion of the 30% cost reduction plan that was implemented.

VI. FEE CHANGES

The fee for providing supplements to the County Code is deleted since it is no longer used. There is no impact to the budget.

GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

FUNCTION: General
ACTIVITY: Legislative & Admin

CLERK OF THE BOARD

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	Board Approved Base Budget
Appropriation					
Salaries and Benefits	615,960	755,551	(69,454)	-	686,097
Services and Supplies	146,922	162,769	(16,181)	-	146,588
Central Computer	13,473	13,473	(803)	-	12,670
Transfers	-	-	(331)	-	(331)
Total Appropriation	776,355	931,793	(86,769)	-	845,024
Revenue					
Licenses & Permits	34,000	28,000	-	-	28,000
Current Services	3,500	2,475	-	-	2,475
State, Fed or Gov't Aid	-	20,000	(20,000)	-	-
Other Revenue	25,000	45,200	-	-	45,200
Total Revenue	62,500	95,675	(20,000)	-	75,675
Local Cost	713,855	836,118	(66,769)	-	769,349
Budgeted Staffing		15.0	(2.0)	-	13.0

DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

ACTIVITY: Legislative & Administration

CLERK OF THE BOARD

ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
Appropriation							
Salaries and Benefits	686,097	(7,824)	678,273	-	678,273	-	678,273
Services and Supplies	146,588	(8,283)	138,305	-	138,305	-	138,305
Central Computer	12,670	-	12,670	-	12,670	-	12,670
Transfers	(331)	2,932	2,601	-	2,601	-	2,601
Total Appropriation	845,024	(13,175)	831,849	-	831,849	-	831,849
Revenue							
Licenses & Permits	28,000	6,000	34,000	-	34,000	-	34,000
Current Services	2,475	1,025	3,500	-	3,500	-	3,500
State, Fed or Gov't Aid	-	-	-	-	-	-	-
Other Revenue	45,200	(20,200)	25,000	-	25,000	-	25,000
Total Revenue	75,675	(13,175)	62,500	-	62,500	-	62,500
Local Cost	769,349	-	769,349	-	769,349	-	769,349
Budgeted Staffing	13.0		13.0		13.0		13.0

CLERK OF THE BOARD

Base Year Adjustments

Salaries and Benefits	(14,700)	4% Spend Down Plan.
	20,448	MOU.
	34,377	Retirement.
	806	Risk Management Workers Comp.
	(110,385)	30% Cost Reduction Plan.
	<u>(69,454)</u>	
Services and Supplies	(18,745)	4% Spend Down Plan.
	2,564	Risk Management Liabilities.
	<u>(16,181)</u>	
Central Computer	<u>(803)</u>	
Transfers	<u>(331)</u>	Incremental change in EHAP.
Total Appropriation	<u>(86,769)</u>	
Revenue		
State, Fed or Gov't Aid	<u>(20,000)</u>	SB90 revenue loss.
Total Revenue	<u>(20,000)</u>	
Local Cost	<u>(66,769)</u>	

Staffing is reduced by 2.0 vacant, budgeted positions. As part of the 4% Spend Down Plan, a 1.0 vacant Administrative Clerk II position was to be replaced by 1.0 Clerk II position which created salary savings. Further, the portion of the 30% Cost Reduction Plan being implemented deletes that same 1.0 Clerk II position as well as a 1.0 vacant Chief Deputy Clerk of the Board position.

Recommended Program Funded Adjustments

Salaries and Benefits	<u>(7,824)</u>	Adjustment for savings in benefits.
Services and Supplies	(5,351)	Cumulative reduction in various services and supplies.
	<u>(2,932)</u>	GASB 34 Accounting Change (EHAP).
	<u>(8,283)</u>	
Transfers	<u>2,932</u>	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>(13,175)</u>	
Revenue		
Licenses & Permits	6,000	Increase in licenses & permits revenue to reflect actual trends.
Current Services	1,025	Increase in other miscellaneous services revenue to reflect actual trends.
Other Revenue	<u>(20,200)</u>	Adjust Notices of Determination/Exemption fees to reflect actual collections.
Total Revenue	<u>(13,175)</u>	
Local Cost	<u>-</u>	

POLICY ITEMS

Appropriation	Revenue	Local Cost	Budgeted Staffing	Description
80,540	-	80,540	1.0	Restore funding for Chief Deputy Clerk of the Board position.
<u>80,540</u>	<u>-</u>	<u>80,540</u>	<u>1.0</u>	Totals